

| REPORTS INVENTORY  |             |   |   |   |  | CONTROL NO.  |               |
|--|-------------|---|---|---|--|--|---------------|
| PREPARE IN DUPLICATE   |             |   |   |   |  | DDS/OL/PSD 8   |               |
| 1. TITLE OF REPORT (if a fill-in report include Form No.)<br><b>Designation of Employer for<br/>Income Tax Purposes</b>  |             |   |   |   |  | 2. TYPE OF REPORT<br><input checked="" type="checkbox"/> STATISTICAL<br><input checked="" type="checkbox"/> NARRATIVE<br><input type="checkbox"/> MACHINE-NAME LISTING |               |
| 3. FUNCTIONAL AREA   |             | PERSONNEL   |   | TRAINING  |  | <input checked="" type="checkbox"/>  |               |
|  |             | LOGISTICS   |   | SECURITY  |  |  |               |
|  |             | MEDICAL   |   | FINANCE   |  |  |               |
| 4. NO. OF COPIES PREPARED<br><b>6</b>  |             | 5. FREQUENCY (weekly, monthly, quarterly, etc.)<br><b>Annually</b>                          |   |   |  | 6. DISTRIBUTION (No. of components not number of copies)<br><b>4</b>   |               |
| 7. FORMAT (memorandum, form computer print-out, etc)<br><b>Memorandum</b>  |             | 8. ADP PROCESSING<br><input checked="" type="checkbox"/> YES<br><input type="checkbox"/> NO |   | IF YES GIVE ADP PROCESSING NO.<br><b>Unable to get from OCS</b>   |  | 9. DIRECTIVE AUTHORITY REQUIRING REPORT<br><div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div> <b>STAT</b>                 |               |
| 10. PREPARING COMPONENT (include lowest level contributing information to report)<br><br><b>Administrative Office, PSD</b>   |             |   |   | 11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)<br><br><b>IBM listing of personnel furnished to PSD<br/>by Office of Finance.</b> |  |  |               |
| 12. COST FACTORS   |             |   |   |   |  |  |               |
| A. MANUAL PREPARATION AND REVIEW COSTS   |             |   |   |   |  |  |               |
| GRADE  | HOURLY RATE | <input checked="" type="checkbox"/> HOURS PER REPORT  | = | COST PER REPORT   | <input checked="" type="checkbox"/> TIMES PREPARED | =  | COST PER YEAR |
| GS-7   | \$ 4.67     | 2   | = | \$ 9.34   | 1  | =  | \$ 9.34       |
| B. COSTS OF COMPUTER PRODUCED REPORTS  |             |   |   |   |  |  |               |
| TOTAL COSTS PER YEAR   |             |   |   |   |  | \$ 9.34  |               |
| 13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.<br><br><b>Required by Headquarters Handbook.</b> |             |   |   |   |  |  |               |
| 14. FUTURE GOALS   |             |   |   |   |  |  |               |
| GOAL PROPOSED BY COMPONENT FOR THIS REPORT<br><input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)<br><input type="checkbox"/> CHANGE<br><input type="checkbox"/> DISCONTINUE                                       |             |   |   |   |  | ESTIMATED SAVINGS  |               |
|  |             |   |   |   |  | MAN-HOURS  | DOLLARS       |
|  |             |   |   |   |  | None   | None          |
| 16. DATE OF INVENTORY<br><b>8 OCT 1970</b>   |             | 17. <b>Approved For Release 2006/11/13 : CIA-RDP75-00399R000100130075-1</b>                 |   |   |  | 18. EXTENSION<br><div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>   |               |